

SIR SYED UNIVERSITY OF ENGINEERING & TECHNOLOGY

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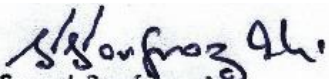
Subject: **Revised DISCIPLINARY RULES AND REGULATIONS**

Reference: 1. BOG Resolution No. 56.12

Dated 11-Aug-2018

OFFICE ORDER

The Competent Authority has been pleased to approve the revised Disciplinary Rules and Regulations, as was proposed and approved in “**annexure L**” (copy attached) in the meeting of the Board of Governors held on 11-Aug-2018 with immediate effect.


Engr. Syed Sarfraz Ali
Registrar

All Deans

All Chairmen

All HoDs

Additional Registrar

Deputy Registrar-I, II, III

Copy to: -

1. PS to Chancellor
2. PS to Vice Chancellor
3. All Concerned

SIR SYED UNIVERSITY OF ENGINEERING & TECHNOLOGY

DISCIPLINARY RULES AND REGULATIONS

Subject to any change/s in SSUET Code these regulations can be modified.

1. Sir Syed University of Engineering and Technology (SSUET) is a leading University in the private sector of Karachi. It is chartered and committed to become a leading research intensive university in Pakistan. The university is fulfilling its responsibility of graduating culturally enlightened, technologically knowledgeable, academically competent, and research oriented productive citizens who are prepared to lead, inspire, and serve humanity.
2. The University strives hard to refine the ability of its students to reason and to communicate freely and clearly so as to become responsible, morally upright, moderate and well-rounded individuals in general and proud citizens of Pakistan. To attain these attributes the students are expected and required to be groomed to conduct themselves well at the campus, in class rooms, labs and all other scheduled curricular, co-curricular and extracurricular activities. Accordingly the university demands from the students to be well disciplined; be punctual, demonstrate positive attitude and Good Behavior at and beyond the campus.
3. With **Reference** (Code of Conduct), rules and regulations described herein are indispensable features to maintaining peaceful academic environment commensurate with the teaching, learning, and progressive endeavors undertaken by the diverse community of the university.
4. All students are required to observe the University's Code of Conduct, Statutes, Regulations and instructions besides the guidelines contained in the prospectus.
5. Students shall be held responsible for making themselves acquainted with these Regulations and Official Notices addressed to them and issued from time to time.
6. **Definitions and Terms:-**
 - 6.1.1. **Authorized Staff** includes but not limited to Security and Student Affairs Staff employed at the Entry / Exit Gates, Reception, Help Desk, Block Entrances/Corridors, Parking, Play Grounds and other student activity areas.
 - 6.1.2. **Committee** means a selected and or nominated group of SSUET officials to carry out or undertake exclusive functions or assigned responsibilities and tasks.

- 6.1.3. **Complainant** means a person who makes a complaint or reports violation of the University Code of Conduct, regulations and policies.
- 6.1.4. **Discipline** is the practice of making students obey rules or standards of behavior, and punishing them when they do not.
- 6.1.5. **Good Behavior** (satisfactory, proper, polite and orderly conduct) paying marks of respect to Faculty, Staff, and Elders, Class Representatives (CRs) and / or senior students.
- 6.1.6. **Intentional** means deliberate and by will.
- 6.1.7. **Reference** (Code of Conduct) is attached to this document as Appendix-1
- 6.1.8. **Respondent** implies a person who has been accused of violating the University Code of Conduct.
- 6.1.9. **Student** means any currently enrolled person for whom the institution maintains educational records, as defined by the University code.
- 6.1.10. **Reckless** means careless or heedless of the potentially harmful consequences of one's behavior, where risk of harm to persons, property or normal University operations exists or can be reasonably foreseen.
- 6.1.11. **University Official** is a person employed by the University in an administrative, supervisory, academic, research, or support staff position.
7. **General Conduct & Discipline:** Applies to behavior that occurs at the University premises, SSUET sponsored activities, and to off-campus behavior that adversely affects the University reputation and/or the pursuit of its objectives. Each member of the SSUET shall be responsible for his/her conduct. Compliance of the following instructions by students is obligatory:
- 7.1. **Wearing of Uniform** is a binding upon all the undergraduate - regular students, irrespective of Batch or Gender. Wearing sandals and slippers is not permitted except for written medical excuse from SSUET Medical Dept.
- 7.2. **Campus Timings:** Except for special occasions/events, extra instructions or summer program, the campus timings to be adhered are from 08:00 AM to 5:30 PM. Students staying at campus after 5:30 PM waiting for pick up are to be at the waiting area in front of the University Main Entrance/Guard Room.
- 7.3. **Entry** to campus for Regular Students is only permitted from the Student Entry Gate (SEG). However, after 10:00 AM, students with written permission from their sponsoring teacher may exit from UMG for bringing exclusive stationary items. In this case they are to surrender their ID Cards with the security at the Main Guard Room to be collected on return.

7.3.1. At the Entry Point the security staff are to check that the students show/display their ID Cards and are wearing proper uniform.

7.3.2. Violations are referred to Student Affairs staff present at the SEG for necessary disciplinary action including imposing of fines for being improperly dressed.

7.4. Class Attendance: Be punctual to attend the classes as per the time tables:

7.4.1. Maintaining at least 80% attendance to be eligible to sit in Exams.

7.4.2. Maintaining at least 90% attendance to be eligible for award of scholarship.

7.4.3. Be in the class in time, delay of more than 10 minutes will be taken as irregular for which the student albeit allowed attend the class may be marked absent by class teachers.

7.5. Smoking and Use of Drugs: At Campus is strictly prohibited. Violations are punishable by severe disciplinary actions including imposing of regulated fines or as per the recommendations of the Disciplinary Committee – nature of violations in view.

7.6. Classroom Standards. The individual faculty member is primarily responsible for managing the classroom environment. If a student engages in any prohibited or unlawful act/s or other behavior that results in disruption of a class, he or she may be directed by the faculty member to leave the class for the remainder of the class period. Faculty shall bring the wrongdoing in the notice of the respective Chairman, Disciplinary Committee (through DSA) and the Registrar of the University with observation slip submitted with the concerned Academic Advisors for corrective action through counselling and record keeping.

7.7. To ensure that the campus environment remains conducive for the curricular, co-curricular and extra-curricular activities, all members of the university Group - 7 and above and Faculty and/or **authorized staff** shall have the authority to check disorderly or improper conduct or any breach of discipline/regulations/instructions of the enrolled students of the University in any of the university premises or in the university grounds.

7.8. Identification/Registration Card

7.8.1. Each member of the University community is issued a pictured Identification /Registration card or visitor's pass, and must wear it at all times while on University premises or at University-sponsored activities. Identification/Registration cards must be presented upon entering University buildings and must be worn while on University premises.

- 7.8.2. Identification/Registration cards are not transferable. The owner of the card will be called upon to account for any fraudulent use of his or her identification card and will be subject to disciplinary action by the University if he or she has aided such deceitful use. The card will be forfeited if the student to whom it was issued allows any other person to use the same.
- 7.8.3. Upon card owner's withdrawal from the University, all rights and privileges related to the identification card automatically cease. If the student withdraws, or is suspended or expelled, from the University, the identification card must be surrendered to the University.
- 7.8.4. **Visitors and Guests.** Students may be held accountable for the acts of misconduct of their guests while on University premises or at University-sponsored activities. Visitors, including invitees shall conduct themselves, at all times, in a manner which is consistent and in line with maintenance of orderly behavior in the University premises.
8. **Academic Discipline:** Students of SSUET are expected to remain focused on their studies through maximum class attendance and making full use of the University Labs, Libraries and research effort. Cheating, Plagiarism and Use of Unfair Means is not only discouraged, it is prohibited and is punishable as per the act of violation by students. For the clarity of purpose and to guide the students to be aware of such punishable practices these terms are elaborated in the following paragraphs.
- 8.1. **Academic dishonesty** is an act of deceit, which may include misrepresentation, falsification, or trickery of any kind that is done by the student with a definite purpose and intent, or expectation of influencing a grade or other academic evaluation. Common examples of academically dishonest behavior include, but are not limited to, the following:
- 8.1.1. **Cheating:** Intentionally using or attempting to use unauthorized means, materials, information, or study aids in any academic exercise; copying from another student's examination; submitting work prepared in advance for an in-class examination; use of smart phones in examinations, taking an examination for another person or conspiring to do so.
- 8.1.2. **Plagiarism:** Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise; failure to attribute direct quotation, paraphrase, or borrowed facts or information.
- 8.2. **Unfair Means** Use of unfair means generally cover following:
- 8.2.1. An attempt to have access to the question paper before the test/examination.

- 8.2.2. Use/possession of unauthorized reference material during test/examination.
- 8.2.3. Any form of communication by the examinees with any one in or outside the test/examination room while the test/examination is in progress.
- 8.2.4. Unauthorized entry into faculty's office or that of his staff with the intention of having an access to or tampering with the official record/exam paper etc.

9. **Acts of Ill-Discipline that are to be dealt by award of punishments and imposing of fines by Competent Authority and / or Authorized Persons.**

9.1. All students are prohibited from engaging in conduct resulting in, or leading to, any of the following:-

- 9.1.1. **Academic Discipline.** Violating the University Regulations as outlined in item 8 above.
- 9.1.2. **Abuse, Assault, Threatening Behavior.** Intentionally or recklessly endangering, threatening, or causing physical or mental harm to any person, or oneself, on University premises or at University-sponsored activities, or intentionally or causing reasonable apprehension of such harm including, but not limited to abusive language and/or physical or verbal intimidation, harassment, coercion.
- 9.1.3. **Firearms, Explosives and Other Weapons.** Illegal or unauthorized use, possession, or storage of firearms, explosives (including, but not limited to fireworks), other weapons, or dangerous chemicals on University premises, whether or not a license to possess the same has been issued to the possessor.
- 9.1.4. **Violation of Disciplinary Sanction.** Knowingly violating terms of any disciplinary sanction imposed in accordance with SSUET Statutes.
- 9.1.5. **Furnishing False Information, Forgery or Unauthorized Use of Documents.** Intentionally furnishing false information to the University and its officials; or misusing affiliation with the University to gain access to outside agency/services; or using false information or University resources to compromise the name of the University. Forgery, unauthorized alteration, or unauthorized use of any University document or electronic transmission, or instrument of identification, or academic and non-academic records, signatures, seals, or stamps thereof.
- 9.1.6. **Disorderly Conduct or Indecent Behavior.** Engaging in disorderly or indecent conduct; breaching of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at University-sponsored functions/activities. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his or her prior knowledge.
- 9.1.7. **Theft.** Theft, or attempted theft, of property or services on University premises or at University-sponsored activities.
- 9.1.8. **Damage to Property or its Destruction.** Intentionally or recklessly destroying or damaging, or attempting to destroy or damage, University property or the property of others on University premises or at

- University-sponsored activities. Besides other punishments, complete cost of the damage caused will have to borne by the student/s/
- 9.1.9. **Non-Compliance with Official Direction.** Failure to comply with reasonable direction of University officials acting in performance of their duties.
- 9.1.10. **Violation of University Regulations and Policies.** Violating University regulations or policies including amendments and additions adopted since the publication date.
- 9.1.11. **Unauthorized Access to Facilities.** Unauthorized access or entry to, or use of, University facilities and equipment. Unauthorized possession, duplication or use of keys to any University premises, facilities or equipment; or, unauthorized entry to or use of University premises.
- 9.1.12. **Unauthorized, Use of Computer or Electronic Communication Devices.** Theft or other abuse of computer facilities and resources including, but not limited to:-
- 9.1.12.1. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- 9.1.12.2. Unauthorized transfer of a file.
- 9.1.12.3. Use of another individual's identification and/or password.
- 9.1.12.4. Interference with the work of another student, faculty member or University official.
- 9.1.12.5. Sending obscene, abusive or threatening messages.
- 9.1.12.6. Transmission of computer viruses.
- 9.1.12.7. Interfering with normal operation of the University computing system.
- 9.1.12.8. Unauthorized duplication of software or other violation of copyright laws.
- 9.1.12.9. Unauthorized access to, or unauthorized, mischievous or malicious use of University computer equipment or networks, or electronic communication devices, or the use of such equipment or devices to gain unauthorized access to, and/or use of, off-campus computer equipment.
- 9.1.13. **Provoking Others to Misconduct.** Intentionally using words or actions to provoke or encourage others to violent or retaliatory behavior, or other acts of misconduct.
- 9.1.14. **Identification /Registration Cards.** Failure to wear, or to produce or surrender the identification card upon the request of a University official.
- 9.1.15. **Demonstrations.** Demonstrations - exceeding the bounds of free assembly and demonstrations engaging in unlawful acts that cause or imminently threaten injury to person or property, infringes on the rights of other members of the University community leading to or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

9.1.16. **Political Activities.** Unauthorized use of University facilities or equipment for political activities.

9.1.17. **Harassment.** Indulge in following:-

9.1.17.1. Passing remarks, placing visual or written material, aimed at a specific person or group:-

9.1.17.2. With the intention of causing harm to the person or group; and/or,

9.1.17.3. Creating an environment which limits a student's educational opportunity.

9.1.17.4. Making unwarranted verbal or physical advances or explicit derogatory statements toward individuals, which cause them discomfort or humiliation or which interferes with their educational opportunity.

9.1.17.5. Physical assault.

9.1.18. **Gambling.** Unauthorized and/or illegal exchange of money favors or services as a result of an organized or unorganized game or competition.

9.1.19. **Smoking/Drugs/Gutkas.** As per policy and directions of HEC the campus of SSUET is a Smoking Free Zone. Similarly use or possession of cigarettes, intoxicants / drugs and gutkas is banned. Any violations in this regard will be dealt with imposing of fines and other regulated or considered penalties.

9.1.20. **Abuse of the Student Conduct System.** Abusing the student conduct system including, but not limited to:-

9.1.20.1. Failure to obey the notice from a University official to appear for a meeting or hearing as part of the student conduct system.

9.1.20.2. Falsification, distortion or misrepresentation of information before a hearing body or designated hearing officer of the University.

9.1.20.3. Disruption or interference with the orderly conduct of a hearing proceeding.

9.1.20.4. Causing a violation of University Code of Conduct hearing to convene in bad faith.

9.1.21. **Indecent Behavior at the Campus.** Indecent behavior exhibited at the campus including classes, cafeteria, laboratories etc. defying the norms of decency, morality and religious/cultural/social values by single or group of students.

9.1.22. **Use of mobile phone** in class rooms, examination halls, labs and library thus disrupting the calm of the said rooms.

10. **AWAY FROM CAMPUS CONDUCT**

10.1. Conduct occurring off University premises be such that it should not affect the interest/image of the University

11. ENFORCEMENT OF CODE OF CONDUCT

11.1. Matters of indiscipline would be referred to the SSUET authorities, which are authorized to check indiscipline matters and decide as per SSUET rules, regulations and policy. Parents of those students who disobey authority and violate the code of conduct will be informed. Students may be held accountable for the acts of misconduct of their guests while on University premises or at University-sponsored activities. Students who are charged with violations of this Code are subject to disciplinary action as per SSUET rules/regulations/Statutes.

12. PUNISHMENT OR PENALTY FOR ACTS OF ILL-DISCIPLINE: Punishment or penalty for acts of ill-discipline shall be according to the gravity of the case and may be any one or more of the following:

12.1. Minor Punishments

12.1.1. **To be awarded by Group – 7 and above staff, Faculty, DSA, DDSAs, CSO or Authorized staff:**

12.1.1.1. Temporary expelling a student from class or marking him absent for late coming or imposing fine (Rs 100/- to 300/- for not carrying ID card or being improperly dressed in violation of the uniform/dress code/chewing Gutka or disturbing the class any which way.

12.1.1.2. Rs. 500/- for possessing of cigarettes or smoking.

12.1.2. **By DSA, Academic Advisors on Behalf of CMs:** Written warning / Notice to student or his/her parents, that continuation or repetition of prohibited conduct (short of attendance, late coming, uniform violation, late payment of fee/dues/fines etc.) may be the cause for further disciplinary action.

12.1.3. **By Registrar on the recommendations of the Disciplinary Sub Committee:**

12.1.3.1. **Short Period suspension (Not exceeding 03 days)** from university (Misbehavior, Harassment, Use of Abusive language/drugs, fighting, quarrelling, unauthorized grouping joining the bandwagon) with pictures displayed on the notice boards.

12.1.3.2. **Fine more than Rs. 500/-** and up to Rs.5000/- for other minor offences/violations (use of alcohol/drugs/intoxicants or as alternate of academic punishments

12.1.3.3. **Withholding of certificate.** Withholding of a certificate of good moral character.

12.1.3.4. **Removal of privileges.** Deprivation from the privileges enjoyed by the students (CR for instance)

12.1.4. **F Grade.** Award of “F” grade in a paper by CM of the respective Dept., /Head Factotum or Examination Committee.

12.2. **Major Punishments:** To be awarded by Chancellor and Vice Chancellor on the recommendations of the Discipline Committee.

12.2.1. **Expulsion.** Dismissal from the University by withdrawing registration permanently.

12.2.2. **Fine.** Fine which may amount up to Rs.10, 000/- or more.

12.2.3. **Exam Result.** Cancellation of examination result.

12.2.4. **Rustication.** Expulsion from the University for a Specific Period of time.

12.2.5. **Degree.** Non conferment of degree / transcript.

12.2.6. **Relegation / withdrawal.**

12.2.7. A student of the University may be required to bear the cost of making good any damage to University property for which he/she may be responsible, which may be in addition to a fine or other penalty which he/she may have incurred in connection therewith.

12.2.8. **Other sanctions or a combination** of above mentioned punishments as deemed appropriate.

12.3. **Award of Punishments and Penalties** The university reserves the right to award the above cited punishments or penalties for violation of:

12.3.1. Policies, Disciplinary Rules and Regulations

12.3.2. Shortage of Attendance.

12.3.3. Attempting to use unfair means during classes, quizzes or examinations.

12.3.4. Representing Political Party, Chanting Political Slogans, Carrying Flags, Badges, Disseminating Political Literature and Unauthorized Gatherings/Groupings.

12.3.5. Quarreling, Abusing, Shouting, Disrespect to Faculty or Staff at Campus,

12.3.6. Harassing, threatening, involvement in creating violence or vandalism, damaging property or Assets.

12.3.7. Against whom an FIR is lodged for any reason.

13. **Management decision in all student matters shall be final.**

14. **Students Right To Appeal:** It is a very clear policy of SSUET that students' rights and privileges will never be infringed and that they will be given a free and fair chance to be heard, plead, defend their view points and do reserve the right of appeal through proper channel right up to the Hon'ble Chancellor and Vice Chancellor to get their grievances addressed.

15. **DISCIPLINE PROCESS** The process for dealing with cases of ill-discipline /misconduct of Regular SSUET students is outlined in the items below.

15.1. **Routine Nature** Disciplinary Cases will be dealt as per para 12.1.1.

15.2. **Case Referrals:** All other cases of ill-discipline shall be reported to the Vice Chancellor through Registrar by the **Discipline Sub Committee (DSC) Convener DSA** (See para 15.4.2 below).

15.3. **Framing of Charge:** Any charge/violation that needs further investigation for a formal inquiry, depending upon the receipt of written complaint from a complainant, should be framed by **DSC** preferably within 24 hours after hearing both the complainant and the respondent with admissible evidence (as applicable).

15.4. **Case Investigation:** Cases needing investigation are to be categorized as **major or minor offences** and are to be processed in the following manner.

15.4.1. Except for prima facie case where clear evidence is available and there is no complainant for an incident of violation of these rules and regulations (suo-moto) case processing, complaint in writing from a complainant is obligatory to proceed with investigation against the respondent/s.

15.4.2. **Initial Investigation: DSC** will be formed by DSA for each incidence of violation with intimation to Registrar and VC. It shall constitute the following *permanent* and other members from faculty and staff. DSC shall comprise of a minimum of two or more members including the appointed Convener:

15.4.2.1. Chief Security Officer
Permanent Member

15.4.2.2. DDSA (Ops)
Permanent Member

15.4.2.3. DDSA (Admin) As
per requirement

15.4.2.4. Faculty Rep/s (To be nominated by CM/s of the concerned Dept./s) As per requirement

15.4.3. All the cases of violation (Except para-12.1.1 Routine Nature) are to be initially investigated by DSC and depending upon the seriousness of violation as per these regulations are to be processed further with inquiries by:

15.4.3.1. DSC for violations and disciplinary action referred in para 12.1.3

15.4.3.2. DC for violations and disciplinary actions as per para 12.3

16. **Procedure for Disciplinary Hearing.** A disciplinary hearing is a formal process conducted by SSUET Discipline Committee/DSC. This formal process is designed to gather and consider relevant information regarding the alleged violation/s of the Code and to determine and recommend a punishment. Every effort will be made to expedite proceedings pursuant to allegations within a reasonable period:

16.1. First the Complainant and his/her witnesses will be called by the **DC/DSC** as applicable and additions / subtractions if any in the complaint are made for the complaint to be both precise and accurate

- 16.2. After examining the witnesses of the Complainant, DC/DSC shall call the Respondent /s hear them and their witnesses. Statements of all in writing will be taken with signatures including evidence if any.
- 16.3. DC/DSC Examines evidence related to the incidence any material, document or CCTV Footage etc.
- 16.4. Based on the above examination DC/DSC shall conclude findings and Recommendations.

17. Format of Report of Investigation and Enquiries: Reports of investigation or Enquiries as a standard are to comprise following:

- 17.1. Title with date and location of the incidence.
- 17.2. Summary of the case.
- 17.3. Name/s of the Complainant/s and their witnesses.
- 17.4. Name/s of the Respondents.
- 17.5. Names of the Witnesses of both the Complainant/s and the Respondent/s.
- 17.6. Relevant history information related to the Complainant/s and the Respondent/s.
- 17.7. Findings of the case.
- 17.8. Recommendations.
- 17.9. Attach Exhibits including statements and exhibits (if any).
- 17.10. The report must be signed by the committee members who attended the hearing.
- 17.11. All investigation/enquiry reports should be forwarded to Registrar for further disposal.
- 17.12.

18. Vice Chancellor as Competent Authority (Except Cases of Expulsion/Rustication in which Consent of the chancellor may be necessary) shall approve the Findings & Recommendations for award of punishment/s with reference to item **12.2.**